

LEXIS®-NEXIS® VIA THE WEB

Searches, Sources, and Essentials to help you get started!!

- LEXIS-NEXIS has a tremendous collection of sources available.
- Over 1.7 billion total documents online, & 4.6 million added every week!
- Anywhere you have access to the Internet you have access to LEXIS-NEXIS!
- And you have assistance 24 hours a day with Customer Service line at **1-800-543-6862**.
- This is an introduction to LEXIS-NEXIS on the Web, LEXIS Sources, Searches, and Cite Checking.

SIGNING ON – www.lexis-nexis.com/research

- Welcome to the LEXIS-NEXIS home page.
- Type your **LEXIS-NEXIS ID** on the first blank line.
- Type your **last name** on the second line as your password.
- Browser rules (and rewards) apply! Use all you know about surfing the web: Back, Scroll, Stop, Print, Cut & Paste, Download (save as .txt not .html), Find, and linking with the "Cursor as a Hand".
- To use this web site, you only need to learn how to do three things:
GET A DOCUMENT, SEARCH, and CHECK A CITATION. Anytime you're doing legal research, generally it's to perform one of these three tasks.
- On each of the forms, just fill in the blanks! If you have a question, there are "Search Tips" below every form, so just scroll down.

I. GET A DOCUMENT - start by clicking on this "icon" first. *#1 of 3 things to know!*

The easiest, fastest, most cost-effective way to retrieve a document. Just point, click and fill in the information requested. The **Client**, or research matter, identifier field is mandatory, so click **Change Client** and type your initials if this is your first time using LEXIS-NEXIS on the Web!

A. CASE BY CITATION

- Click **By Citation** tab, along the top of search form.
- Type your citation in the **Citation** box, e.g. **33 mj 101**. Click **Search** button.
- Try full document scrolling. Notice **Focus, More Like This, & Core Terms**.
- Remember, **GET A DOCUMENT, SEARCH, CHECK A CITATION** are always found on the upper left. Anytime you want to change, just scroll up, point, & click.
- To print to a fax machine or e-mail address, click **Deliver Documents**.
- Or click **View Printable Page** to use your browser to print to an attached printer or save to a file.
- To start your next search, scroll to the top, click **GET A DOCUMENT**.

B. OTHER DOCUMENTS BY CITATION

Just by knowing the cite, in addition to cases you can retrieve documents from the Federal Register, Public Laws, ALR Annotations, Law Reviews, etc.

- Type your citation, e.g., **63 fr 30205**, select **LEXSEE**. Click **Search** button.
- To start a new search, scroll to the top and click **GET A DOCUMENT**.

C. STATUTE BY CITATION

Just by knowing the cite, you can retrieve items from the CFR, Internal Revenue Code, US Code or State Codes.

- Type your citation, e.g. **10 usc 772**, select **LEXSTAT**. Click **Search** button.
- To start a new search, scroll to the top, click **GET A DOCUMENT**.

D. CASE BY PARTY NAME

- The second of the 3 different tabs along the top of the *Search* form allows you to retrieve a case by the party name. Click the **By Party Name** tab.
- Type your party name in the **Party Name** box, e.g. **curtis**.
- Click **Special Courts**.
- Click **US Military Court**. Notice **Dates** pulldown menu.
- Click **Search** button.
- Click on document to view the full text.
- To start a new search, scroll to the top and click **GET A DOCUMENT**.

E. CASES BY DOCKET NUMBER

- The third of the 3 different tabs along the top of the *Search* form allows you to retrieve a case by Docket Number. Click the **By Docket Number** tab.
- Type your number in the **Docket Number** box, e.g. **97-0191**.
- Click **Special Courts**.
- Click **US Military Court**.
- Click **Search** button.
- Click on document to view in the full text.
- Scroll to the top, click **SEARCH** to begin *#2 of the 3 things you need to know*.

II. SEARCH It's EASY to Find LEXIS-NEXIS Sources on the Web!

- **Shortcuts** -(in the left gutter) are the most commonly accessed databases.
- **Favorites** -(click on the down arrow next to Source box) will list your 20 previous source selections.
- **Source Directory** -(top of the screen) for a full list of available databases.

A. FINDING SOURCES ON LEXIS-NEXIS

- Click **Source Directory** at the top of the screen. All LEXIS-NEXIS sources are organized into groups!
- "Drill down" to find additional sources. Click **Area of Law - By Topic**; for example, click **MILITARY JUSTICE** or **LABOR** folder. Click a source, or continue opening folders ("drilling") for additional sources.
- Click **Search Source Directory** tab. Type in the long name of the source you want, e.g. **Equal Employment Opportunity**, or type the short name if you're familiar with the LEXIS-NEXIS Library/File Names, e.g. **genfed;courts**.
- To run a new search in the same source collection, click **Search** button.

B. KEY WORD SEARCHING

- Under **Shortcuts** on the left, click Fed.Cases & ALR.
- Type the issue of interest in the **Terms** box,
e.g. *search! /10 barracks /25 drug or controlled substance or cocaine*.
- In **Date** field, click Previous Year or time period you desire.
- Click Search button, then review your results to uncover new angles to research to help develop your "case".
- To begin a new search, scroll to the top and click Search.

LAW REVIEW (Click Source Directory at the top of the screen).

- Click Search Source Directory.
- Type the long name, e.g. *Law Reviews* in the **Look For** box and click Search button. Scroll down and discover the various sources of secondary legal information (Sources by federal or state jurisdiction, area of law, topic, etc). Select a source and you will be returned to the Search Form. Type your issue of interest in the **Terms** box, e.g. *fraternization*, click Search button again.

III. CHECK A CITATION **SHEPARD'S® is updated daily only on LEXIS!**

SHEPARD'S® Citations Service on LEXIS-NEXIS is complete, consistent, and covers a wide array of reporters. As the industry standard, **SHEPARD'S** is Court-tested! On LEXIS-NEXIS, graphical traffic lights (red & yellow) alert you to cases whose standing may have been affected. For further citation validation and for ALR Annotations be sure to use **Auto-Cite®**, the original electronic cite validation service!

A. CHECKING CITATIONS ON LEXIS-NEXIS

- Click CHECK A CITATION.
- Click SHEPARD'S tab.
- Type your cite in **Citation** box, e.g. *410 us 113*, & click the SHEPARD'S option.
- Click Search button.
- Tabs let you display *All Negative*, *All Positive*, or view *Custom Restrictions*, etc.
- Notice that you can link to all cases and pinpoint cites listed. Click a link.
- Click Back to go back to the previous display.
- Scroll to top, click CHECK A CITATION.
- Click the **Auto-Cite** option, confirm your citation is still in the **Citation** box and Click Search button.

Questions?

Call LEXIS-NEXIS **24 hour Customer Service** at **1-800-543-6862**
or contact your National Account Manager, **Susan Stegman**, at **1-800-253-4183** or
202-857-8263, or via e-mail susan.stegman@lexis-nexis.com

TELEPHONIC TRAINING

- Are you located in a small, remote location?
- Are you unable to attend your onsite training class?
- Would you like follow-up training to your onsite class?

Telephonic training is for you!

- € One-on-one instruction, tailored to meet your needs
- € On your computer, scheduled when it is convenient for you
- € Class length – approximately 60 minutes
- € Instruction can be given on LEXIS-NEXIS software or Xchange, the Web version

What you will need:

- € From your office access to the internet and a telephone
- € From your home, two phone lines, one for voice and one to connect to LEXIS-NEXIS via the internet
- € Software loaded (again, unless you are using the Web)
- € To be able to connect successfully
(If you need assistance loading software or connecting, please call Customer Service at 1-800-543-6862)

Ready to schedule?

Telephonic training sessions may be scheduled between **0800 – 1730 hours (Eastern Standard Time)**, please call **1-800-227-9597, extension 1667**.

Special accommodations will be made for customers requiring training during other hours. To make arrangements, please call the above number or send an e-mail message: **BIS.Teletraining@lexis-nexis.com**

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1-800-543-6862**